

# CHECKLISTS FOR INDIVIDUALS

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attach the completed checklist to the top of your application packet.**

For detailed instructions, be sure to read *How to Apply* in each section, *Application Requirements for Individuals* ([www.arts.idaho.gov/grants/indoverview.aspx#requirements](http://www.arts.idaho.gov/grants/indoverview.aspx#requirements)) and *Instructions for Work Samples* ([www.arts.idaho.gov/grants/instructions.aspx#samples](http://www.arts.idaho.gov/grants/instructions.aspx#samples)).

## ALL APPLICANTS INCLUDE:

- ☐ Checklist
- ☐ The optional survey ([www.arts.idaho.gov/grants/survey\\_online.aspx](http://www.arts.idaho.gov/grants/survey_online.aspx)) helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.  
(**Images are not returned if the applicant receives a QuickFund\$ or Fellowship in visual arts.**)
- ☐ The Agency Acknowledgement Card, self-addressed and stamped.

## QuickFund\$

- ☐ completed application form 1
- ☐ budget form 1B
- ☐ one-page response to narrative questions
- ☐ résumé (up to two pages)
- ☐ artist statement\* (one page)
- ☐ support materials that will strengthen your application, such as a letter of acceptance, brochures, articles, workshop information, résumés of master artists, etc.
- ☐ work samples and
- ☐ an information list:  
([www.arts.idaho.gov/grants/instructions.aspx#samples](http://www.arts.idaho.gov/grants/instructions.aspx#samples))

## Fellowships

- ☐ completed application form 1
- ☐ anonymous application form (no name or address)
- ☐ résumé (up to two pages)
- ☐ one anonymous résumé
- ☐ artist statement\* (one page)
- ☐ one anonymous artist statement\*
- ☐ work samples and
- ☐ an information list:  
([www.arts.idaho.gov/grants/instructions.aspx#samples](http://www.arts.idaho.gov/grants/instructions.aspx#samples))

## Writer-in-Residence Award

- ☐ completed application form 1
- ☐ anonymous application form (no name or address)
- ☐ résumé (up to two pages)
- ☐ one anonymous résumé
- ☐ work sample: manuscript
- ☐ work sample: audiotape

## Arts Education Artist Roster

- ☐ completed application form 1
- ☐ response to the narrative questions (up to four-pages)
- ☐ résumé (up to two pages)
- ☐ artist statement\*
- ☐ letters of recommendation from three persons familiar with your artistic ability and communication skills.
- ☐ support materials that will strengthen your application, such as a letter of acceptance, brochures, articles, workshop information, résumés of master artists, etc.
- ☐ work samples and
- ☐ an information list:  
([www.arts.idaho.gov/grants/instructions.aspx#samples](http://www.arts.idaho.gov/grants/instructions.aspx#samples))

\*Artist statements are required for craft, design, or visual artists only.